Kentucky Brownfield Inventory

Property Submission Guidance

Kentucky Department for Environmental Protection
Division of Compliance Assistance

January 2008

Contents

Introduction

What are brownfields?

Brownfields are properties that are abandoned or underutilized due to real or potential contamination. These properties include abandoned factories, former dry cleaning establishments, vacant gas stations, illegal drug labs, old dumps and mine scarred lands.

Problems caused by unaddressed brownfields include:
- Potential effects on human health and the environment,
- Loss of greenfields,
- Urban sprawl,
- Urban blight and
- Decreased property values in neighborhoods.

There are an estimated 8,000 brownfield sites in the Bluegrass State. The Kentucky Brownfield Program is working to promote the redevelopment of these sites by helping to remove barriers that prevent reuse, providing useful information to communities, developers and the public and encouraging a climate that fosters redevelopment of contaminated sites.

What are the benefits of listing a brownfield with the state?

For property owners who wish to market their properties, the website offers a venue to help promote their properties to developers who are open to redeveloping brownfield properties. For all submitters, there is the possibility that some future brownfield incentives will be available only to properties that are included in the inventory.

What is the procedure for listing a property?

The information on the property (other than maps and photos) is entered through the web pages. Photographs, aerial photographs and maps may be sent by mail or e-mail to the address provided. (If sent by mail, CD-ROM's are the preferred to hard copies.)

You will receive an e-mail notification to confirm that the database has received the information. The e-mail will include a Brownfield ID #. Please retain this number for use in any future correspondences regarding this property. The Brownfield Program staff will review your application to determine if the property qualifies as a brownfield. You will be notified regarding the outcome of this review. In addition, if the property is submitted to be marketed, the property owner will be contacted to obtain consent prior to posting the information on marketing web page.

If there are any changes to the information regarding the property, please contact the Brownfield Coordinator to update our records. In all correspondences, reference the Brownfield ID #, which is included in the subject line of this e-mail. (Both the Brownfield Coordinator

contact information and the Brownfield ID # for your property will be included in the e-mail that you receive confirming your submission.)

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┌─────────────────────────────────────────────────────────────────────┐
│                          Legal Notice                                 │
│                                                                       │
│  All information submitted through this web site is subject to public │
│  viewing through open records requests.   In addition, properties     │
│  which the submitter has indicated as available for marketing may be  │
│  posted on the web.  The Kentucky Department for Environmental        │
│  Protection (DEP) will contact the owner for consent before any       │
│  property is posted on the web.                                       │
│                                                                       │
│  DEP reserves the right at any time to reject properties for listing  │
│  and to remove or edit information.  Changes to information regarding  │
│  marketed properties will be done with the consent of the owner or    │
│  his/her designated representative.  The owners and representatives    │
│  are asked to contact DEP with updated property information as needed. │
└─────────────────────────────────────────────────────────────────────┘
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Data Entry Instructions

General Comments

The following pages contain directions to completing the data elements requested.

You can designate a property as available for marketing or not. Data fields, as noted below, can be: optional, required for all properties, or required for marketed properties only. If you do not complete a required field, you will get an error message when you attempt to go to the next screen. The message will list the missing required fields.

You can navigate between data fields using either the mouse or the tab key. Use the navigation buttons at the bottom of the screen to navigate forward and backward between screens.
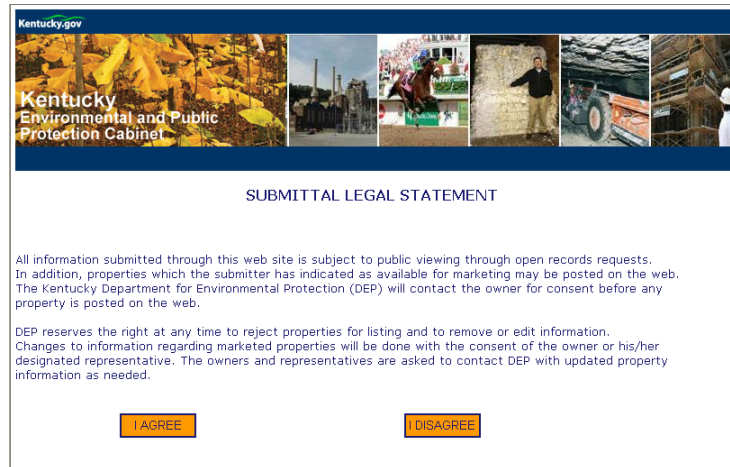
You can select items from drop down lists by using either the mouse or the keyboard.
- Mouse – move the mouse to display the correct response and then click on it.
- Keyboard – Type the initial letter of the response. Repeated clicks of the letter will cycle through all the responses that begin with that letter. For example, in a "State" field, repeated clicks of the letter "i" will run through all of the states that begin with "i". When the desired response appears, press "tab" to select the response and move to the next field.

Idaho → Illinois → Indiana → Iowa
↑   ↓
----------------←-------------------

If you can not find the desired item in a drop down list, many of the lists include "other" and "unknown" as options.

Opening Screen

Opening Screen - This screen displace the legal notice, which was on the previous page of this document. If you agree to these conditions, click the "I AGREE" button to proceed to the data entry fields.

General Property Information Screen

General Property Information Screen – This screen is used to collect general information regarding the property.

- Property Name – This field is optional. It may be up to 100 characters in length. If property is to be marketed, avoid using a name that would stigmatize the property (e.g. Fred's Dump).

- Street Address –The address is the physical address of the property, not a post office box. Line 1 is required for all submittals and should include the street name.

- City – Required for all submittals. The city is the name of post office that would serve the physical address of the property.

- Zip Code – Five characters required for all submittals. May enter ZIP+4, if you know it.

- County – Required for all submittals. Use drop-down list.

- Property Acreage - optional.

- Latitude and Longitude – optional. If the coordinates are obtained, use the procedures that below.

  The following hierarchy should be used when taking the coordinates of the property:
  First Choice: Near the front door of the main office building on the property,
  Second Choice: If there is not a main office on the property, then at the front entrance or gate of the property,
  Last Choice: If there is not a main office on the property or an identifiable front entrance, then the lat/long should be collected at the approximate center of all of the property.

  The GPS unit should be set to use map standard NAD83.

  Coordinates should be reported in decimal degrees, to at least five decimal places: dd.ddddd.

  Latitudes north of the equator are reported as positive numbers; longitudes west of the prime meridian are reported as **negative** numbers. For Kentucky, valid latitudes are between 36 and 39.5 degrees and valid longitudes are between -82 and -89.5. If your values are outside these ranges, they will be rejected.

- Lat/Long Collection Method – optional. Select from the following drop-down list:
  - Address Matching – Building or Street Segment
  - Address Matching – ZIP + 2 Centroid
  - Address Matching – ZIP + 4 Centroid
  - Address Matching – ZIP Centroid
  - Classical Surveying Techniques
  - GIS Generated – Aerial Photograph (DOQ)
  - GIS Generated – Electronic Topo Map (DRG)
  - GPS +/- 90 Feet – Collected Prior to May 1, 2000
  - Handheld GPS – Differentially Corrected
  - Handheld GPS – Not Differentially Corrected
  - Map Grade GPS – Differentially Corrected
  - Map Grade GPS – Not Differentially Corrected
  - Paper or Internet Map Interpolation
  - Unknown

- Current Use – required for all submittals. If not currently used, indicate as "Vacant."

- Past Uses – required for all submittals. List general descriptions of all known past uses of the property.

- "Do you wish to have the Division of Compliance Assistance help you market the property?" – required for all submittals. Click "yes" or "no."

- "What is your Marketing Goal?" – optional. If marketing property, allows submitter to describe if they are wishing to sell or lease or are looking for some type of collaborative arrangement to redevelop the property. This field can also be used to describe desired end uses for the property.

- Next – Navigation button to move between screens.

Environmental Information Screen

Environmental Information Screen - This screen is used to collect information about known or suspected contamination of the property, the status of the investigative or rehabilitative efforts and related information.

- Known contamination – optional. List any hazardous substances, pollutants, petroleum products or other contaminants known to be present at the property. The known contaminants may be listed individually or as categories of contaminants, e.g. metals, chlorinated solvents, pesticides, etc.

- Suspected contamination – optional. List any hazardous substances, pollutants, petroleum products or other contaminants suspected of being present at the property. The suspected contaminants may be listed individually or as categories of contaminants, e.g. metals, chlorinated solvents, pesticides, etc.

- Status of Investigation - required for all submittals. Select from the following dropdown list:
  - Investigation has not been started
  - Phase I Environmental Site Assessment (All Appropriate Inquiry) underway
  - Phase I Environmental Site Assessment (All Appropriate Inquiry) completed
  - Phase II Environmental Site Assessment underway

- Phase II Environmental Site Assessment completed.
- Unknown

- Status of remediation - required for all submittals. Select from the following dropdown list:
  - Remediation has not begun
  - Remediation plan is being developed
  - Remediation has started
  - Active treatment system is in operation.
  - Management system is in place. Periodic monitoring required.
  - Cleanup has been completed.
  - Multiple remediation activities at different stages of completion.
  - Unknown

- "Are there any existing engineering or institutional controls?" Yes, No or Unknown – A response is required for all submittals. (Engineering controls are physical modifications to a property (such as a protective cover) to limit exposure to contaminants or to prevent their spread. Institutional controls are legal or administrative mechanisms, such as deed restrictions or environmental covenants, to restrict permissable uses of the property or to require certain ongoing actions, to limit exposure or prevent the spread of contaminants.)

- "Describe the engineering or institutional controls" – optional. Give general description of any environmental or institutional controls on the property, e.g. commercial/industrial use only, maintain cap, no groundwater usage, etc.

- "Additional information regarding the investigation" – optional.

- "Additional information regarding the remediation" – optional.

- Back / Next – navigations buttons to move between screens.

Contact Information Screen

Contact Information Screen- This screen is used to collect contact information about the person submitting the property and about the owner of the property.

Contact Information – This is information about the person who is submitting the property for the brownfield inventory.

- Contact First Name – required for all submittals.

- Contact Middle Initial – optional.

- Contact Last Name – required for all submittals.

- Company or Agency – optional.

- Mailing Address – first line required for all submittals, additional lines optional.

- City – required for all submittals.

- State – required for all submittals.

- Zip Code – Five characters required for all submittals. May enter ZIP+4, if you know it.

- Phone – required for all submittals.

- E-mail – required for all submittals.

- Contact's relationship to the property – required for all submittals. Chose from drop down list:
  - Owner of property
  - Realtor acting on behalf of owner
  - Local Economic Development Agency
  - Attorney acting on behalf of owner
  - Neighbor
  - Local official
  - State agency
  - Contractor conducting brownfield survey
  - Other

Owner Information - After the contact's relationship to the property is entered, the screen will show additional fields requesting contact information about the owner.   This information is required in the case that the property is to be marketed; in other cases, it is optional.   If the contact is the owner, the data will automatically be filed in by the program.

- Owner First Name – required for all marketed properties.
- Owner Middle Initial – optional.
- Owner Last Name – required for all marketed properties.

If property is owned by a company rather than an individual, provide the name of an official with the company to whom correspondences should be directed.

- Company or Agency – optional.

- Mailing Address - first line required for all marketed properties, additional lines optional.

- City – required for all marketed properties.Free-Text Field

- State – required for all marketed properties.

- Zip Code – Five characters required for all marketed properties. May enter ZIP+4, if you know it.

- Phone – required for all marketed properties.

- E-mail – required for all marketed properties.

- Back / Next – navigations buttons to move between screens.

Building Specifics Screen

Building Specifics Screen - This screen is used to collect information about buildings and their condition on the brownfield property.

- "Are there buildings on the property?" Yes or No – Required for marketed properties.

- Building – sequential number automatically assigned to building.

- Building Purposes – required for marketing, if building exists. Provide a general description of the purpose for which the building was orginanlly designed or for which is was most recently used. Examples: warehouse, office space, guard shack, vehicle maintenance, etc.

- Stories – required for marketing, if building exists. Enter number.

- Square Footage– required for marketing, if building exists. Provide the total floor area of the building.

- Construction - Required for marketing, if building exists. Provide the material of which the building is constructed. Select from drop down list.
  - Brick
  - Concrete
  - Concrete Block
  - Metal
  - Wood
  - Stone
  - Other
  - Mixed

- Condition - Required for marketing, if building exists. This does not reflect work that may be required to adapt the building for a different use. Select from drop down list.
  - Ready for occupancy
  - Needs mostly cosmetic work
  - Appears structurally sound, but has limited water, fire, vandalism or similar damage
  - Appears structurally sound, but has significant water, fire, vandalism or similar damage
  - Part or all of the building appears to have significant structural damage

- "Add" Click button to add information on another building.

- "Trash can icon" Click the icon to erase information about a specific building.

- Back / Next – navigations buttons to move between screens.

Transportation Information Screen

Transportation Screen - This screen is used to collect information that indicates what kind of access the brownfield has to transportation systems such as highways, airports, railways, etc.

- Nearest Interstate / Parkway – required for marketing. Select from drop down list.

- Distance to interstate/parkway – required for marketing. Provide mileage from property to the interstate / parkway listed in the previous question.

- Nearest commercial/international airport – required for marketing. Select from drop down list.

- Miles to commercial/international airport – required for marketing. Provide mileage from property to the interstate / parkway listed in the previous question.

- Nearest Local Airport – optional. Select from drop down list.

- Miles to local airport – optional. Provide mileage from property to the local airport listed in the previous question.

- Nearest rail access – required for marketing. Select from drop down list.
  - Existing siding
  - No current siding, but potential
  - No direct rail access

- Miles to rails access – optional. Provide mileage from property to nearest rail access.   (If existing siding on-site, enter 0.)

- Nearest water/port access – optional. Provide name of nearest water/port facility.

- Miles to water/port access – optional. Provide mileage to nearest water/port access.

- Additional Transportation Information – optional.   Any additional existing or proposed transportation features which would benefit a future occupant of the property.

- Back / Next – navigations buttons to move between screens.

Utilities Information Screen

Utilities Screen This screen is used to collect information about which utilities serve the brownfield site.

- Municipal Water – required for marketing.
  - Service availablity – use drop down list
    - Served
    - Possible
    - Service not available
  - Provider – use drop down list

- Wastewater – required for marketing.
  - Service availablity – use drop down list
    - On-site system, utility service not practical
    - On-site system, but utility service possible
    - Served by utility
    - Service not available

- Provider – use drop down list

- Gas – required for marketing.
  - Service availablity – use drop down list
    - Served
    - Possible
    - Service not available
  - Provider – use drop down list

- Electric Service – required for markteing.
  - Service availablity – use drop down list
    - Served
    - Possible
    - Service not available
  - Provider – use drop down list

- Broadband – optional.
  - Service availablity – use drop down list
    - Served
    - Possible
    - Service not available
  - Provider – use drop down list

- Additional Utility Information – optional. Any additional existing or proposed infrastructure features which would benefit a future occupant of the property.

- Back / Next – navigations buttons to move between screens.

Additional Information / Submission Screen

Additional Information Screen – This screen is used to collect information about the zoning, sale and lease availability, features to be highlighted and types of images available.

- Zoning – required for marketting. Select from drop down list.:
  - None
  - Unknown
  - Residential
  - Commercial
  - Industrial
  - Light Industrial
  - Heavy Industrial
  - Commercial/Industrial
  - Agricultural
  - Mixed
  - Other

- Sale, Lease, Both, Neither – required for marketting. Select one button.

- Sale Price – optional. Enter numeric amount. Do not include $ sign.

- "Are there any particular features of the property that you would like to emphasize?" - optional.

- "Are there photographs of the property available?" – Required to click "yes" or "no" for marketted properties.

- "Are there aerial photographs of the property available?" – Required to click "yes" or "no" for marketted properties.

<u>Notes Regarding Submission of Graphics</u>

Submit graphics as separate files. Do not submit any copyrighted pictures, maps or aerial photos without written permission of the copyright owner to use the information in this capacity. If you have received an e-mail with the Brownfield ID #, please include this number with the submittal.

Graphics should be in color, but recognize that some potential purchasers may print the files on a black and white printer. Check the quality of the images when printed in black and white and adjust brightness and contrast accordingly. Likewise, check that any location icons or boundary lines remain visible when printed in black and white.

Picture: Provide a digital photograph of the property.

Map: The map should show a large enough area to provide insight into the neighborhood in which the property is located and to provide some reference points to help the reader locate the property. The property should be near the center of the map and an icon should highlight its location.

Aerial Photo: The property should fill most of the aerial photograph. It should have the approximate boundary indicated in a contrasting color.

- Back Button – to return to previous page.

- Submit Button – to procede with submitting the property.

Confirmation Screen
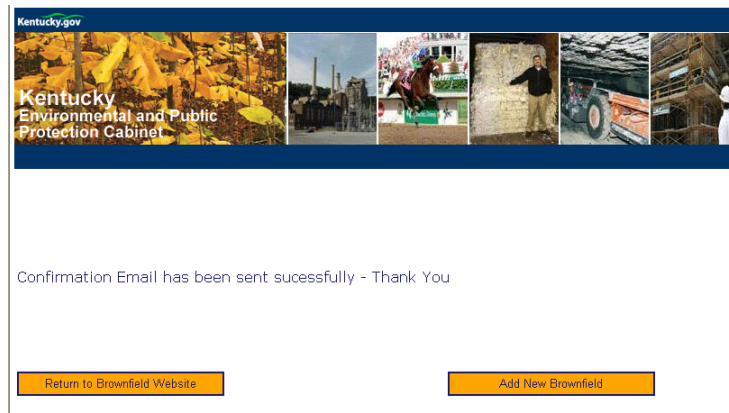
Confirmation Screen---This confirms that the application has been successfully submitted.

You will receive an e-mail notification to confirm that the database has received the information. The e-mail will include a Brownfield ID #. Please retain this number for use in any future correspondences regarding this property. The Brownfield Program staff will review your application to determine if the property qualifies as a brownfield. You will be notified regarding the outcome of this review. In addition, if the property is submitted to be marketed, the property owner will be contacted to obtain consent prior to posting the information on marketing web page.

- Return to Brownfield Website – Returns you to the Brownfield Website.

- Add New Brownfield – Allows you to enter another brownfield.

Changes and Updates

If there are any changes to the information regarding the property, please contact the Brownfield Coordinator to update our records. In all correspondences, reference the Brownfield ID #, which is included in the subject line of this e-mail. (Both the Brownfield Coordinator contact information and the Brownfield ID # for you property will be included in the e-mail that you receive confirming your submission.)

Assistance

If you need any assistance or have further questions about the brownfield inventory or Kentucky's Brownfield Program, please contact:

Herb Petitjean
Brownfield Coordinator
Division of Compliance Assistance

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Frankfort, KY 40601
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http://www.dca.ky.gov/brownfields